INTERSTATE COMMISSION FOR
ADULT OFFENDER SUPERVISION

02-2018 - ENHANCEMENT REQUESTS FOR ELECTRONIC SYSTEM AUTHORIZED BY THE COMMISSION

POLICY NUMBER	ISSUED	REVISED
02-2018	December 19, 2018	June 24, 2026

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I. Purpose

This policy establishes a structured approach for identifying, evaluating, and advancing enhancements to the Interstate Commission's electronic information system. It ensures that proposed changes are clearly defined, aligned with Compact operations, and evaluated based on their ability to address system challenges, improve efficiency, promote consistency, and support effective supervision across member states.

II. Applicability & Scope

This policy applies to Commissioners, Compact Administrators, Deputy Compact Administrators, State Legal Representatives, standing committees, regional groups, and all individuals engaged in the business of the Compact.

It governs all requests for enhancements, modifications, or changes to the Interstate Commission's electronic information system.

III. Policy

The Interstate Commission maintains a formal process for the submission, review, and prioritization of system enhancement requests to ensure that technology investments are strategic, transparent, and responsive to the operational needs of member states.

Enhancement requests shall originate from identified system challenges or operational needs and must clearly define:

- The problem or limitation within the system;
- The users or roles affected;
- The anticipated impact on Compact operations; and
- The expected benefit of the proposed change, such as improving efficiency, addressing systemic training or guidance issues, promoting consistent documentation, or enhancing usability and data quality.

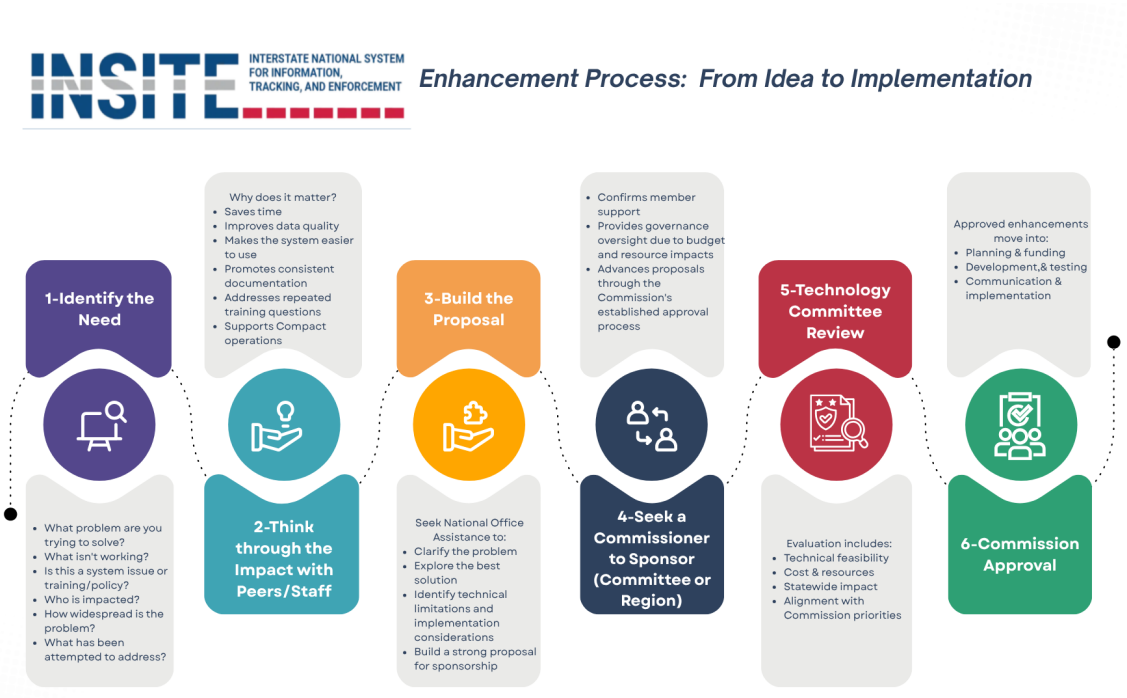
Official enhancement proposals submitted for Commission consideration shall be approved by a majority vote of a standing committee or region prior to submission to the Technology Committee. The national office may also submit or sponsor enhancement proposals as

necessary to support system integrity, compliance, or operational needs.

- All enhancement proposals shall be evaluated in collaboration with the national office and Technology Committee to assess:
  - Feasibility and technical requirements;
  - Cost and resource implications;
  - Scope of impact across member states; and
  - Alignment with Commission priorities and operational goals.

The Technology Committee may refine proposals, request additional information, and solicit stakeholder input to ensure clarity and completeness. Proposals shall be prioritized based on their demonstrated ability to improve system performance and support consistent and effective Compact operations.

The Commission shall approve enhancement initiatives and associated funding through its established governance and budgeting processes. The Technology Committee may recommend expedited consideration of time-sensitive or critical system changes when necessary.

The national office shall support the evaluation, development, and implementation of approved enhancements and ensure timely communication to member agencies regarding system changes and impacts.

INSITE Enhancement Request Form Coming Soon!